



Department of Energy

Washington, DC 20585

August 1, 2003

MEMORANDUM FOR DISTRIBUTION . .

FROM: SANDRA WAISLEY *SW*
DESIGNATED FEDERAL OFFICER
ACTING DIRECTOR FOR INTERGOVERNMENTAL
AND PUBLIC ACCOUNTABILITY

SUBJECT: Delegation of Designated Deputy Federal Officials for Site
Specific Advisory Boards

The Federal Advisory Committee Act (FACA) establishes the responsibilities and functions of the Designated Federal Officer (DFO), and the Department of Energy (the Department) Advisory Committee Management Program Manual establishes responsibilities for the Deputy Designated Federal Officers (DDFOs). However, we have discovered recently that neither document specifically provides for appointment of DDFOs by the DFO or states their responsibilities. The intent of this letter is to resolve this matter.

I do hereby appoint you as the Designated Deputy Federal Officer of the Environmental Management Site Specific Advisory Board (EM SSAB), at your site, to execute the responsibilities of the DFO prescribed in FACA, 41 C.F.R. Part 102-3, and the DOE M 5 10. 1 - 1.

I want to acknowledge the excellent service you have provided to the Department and the EM SSAB program. The Department's public participation program. has greatly benefited from your expertise and dedication to managing the Boards.

If you have any questions on this matter, please call me at (202) 586-3087.



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